

**Borough of Rocky Hill
Borough Council
Minutes of the Regular Meeting
January 12, 2015**

The regular meeting of the Borough Council of the Borough of Rocky Hill was called to order by Mayor Jeff Dohanue at 7:34 PM followed by the salute to the flag.

NOTICE OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT

Mayor Donahue read the following statement into the record: This meeting is called pursuant to the provisions of the Open Public Meetings Law. This meeting was included in a list of meetings transmitted to the Courier News and Somerset Spectator on January 7, 2015. Notice remains continuously posted as to required notices under the Statute. A copy of this notice is available to the public and is on file in the Office of the Borough Clerk.

ROLL CALL

Mr. Robert Ashbaugh-present, Mr. Tom Bremner-present, Mr. Billy Dawson-present, Ms. Connie Hallman-present, Mr. Phil Kartsonis-present, Mr. Bob Uhrik-present.

Also present: Mayor Jeff Donahue, Clerk Rebecca Newman, Deputy Clerk Christine Witt, and Borough Attorney Albert Cruz.

MAYOR'S COMMENTS

None

APPROVAL OF MINUTES

Reorganization Meeting Minutes – January 1, 2015.

Hallman moved to approve the Reorganization minutes and Bremner seconded the motion. Motion carried on roll call vote.

For: Ashbaugh, Bremner, Dawson, Hallman, Kartsonis, Uhrik

Against: None

Abstain: None

Regular Meeting Minutes – January 1, 2015

Hallman moved to approve the Regular minutes and Bremner seconded the motion. Motion carried on roll call vote.

For: Ashbaugh, Bremner, Dawson, Hallman, Kartsonis, Uhrik

Against: None

Abstain: None

PUBLIC COMMENT

The floor was opened to public comment. Hearing none, the floor was closed.

APPROVAL OF VOUCHERS

Bill List dated January 12, 2015 was presented for approval. Bremner moved to approve all vouchers except 8302 and 8329. Motion seconded by Kartsonis. Motion carried on roll call vote.

For: Ashbaugh, Bremner, Dawson, Hallman, Kartsonis, Uhrik

Against: None

Abstain: None

Bremner moved to approve voucher 8302, motion seconded by Dawson. Motion carried on roll call vote.

For: Ashbaugh, Bremner, Dawson, Kartsonis, Uhrik

Against: None

Abstain: None

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*Hallman recused herself from the vote.

Hallman moved to approve voucher 8329, motion seconded by Kartsonis. Motion carried on roll call vote.

For: Ashbaugh, Dawson, Hallman, Kartsonis, Uhrik

Against: None

Abstain: None

*Bremner recused himself from the vote.

DEPARTMENTAL REPORTS

Tax Collector—December 2014

Court Administrator—None

Water Department—December 2014

Motion was made by Bremner to accept the reports as presented. Motion seconded by Hallman. Motion carried on roll call vote.

For: Ashbaugh, Bremner, Dawson, Hallman, Kartsonis, Uhrik

Against: None

Abstain: None

COMMITTEE REPORTS

Administration & Records – T. Bremner. Many housekeeping items have been attended to such as new email accounts for new Council members and changing the locks to the building. Mr. Bremner and the Deputy Clerk have worked to update the website. Mayor Donahue requested that a chain of command/emergency contact list for IT issues be distributed.

Buildings & Grounds – B. Dawson. Mr. Bremner reported that he will be meeting with Mr. Dawson to discuss Buildings & Grounds. The boiler has been fixed as well as a window in the Nursery School.

Finance & Insurance – R. Ashbaugh. No report.

Public Safety & Emergency Services – P. Kartsonis. The audit of the Fire Department has started. There are currently no candidates for the open constable position. A meeting of the emergency services team leaders is scheduled.

Streets & Roads – C. Hallman. Pedestrian crossing signs and lights are up. Benches have been installed downtown, although because of a miscommunication one was mistakenly installed in front of One53. That bench was removed and a new location is being considered. Ms. Hallman examined County Rt. 518 and sent photos to the County documenting both degraded crosswalks and deteriorated road surface. The County will address these in the spring. All the local roads' crosswalks are repainted.

Water, Sewer & Environmental Protection – B. Uhrik. No report.

Council Representative to Planning Board – C. Hallman. Planning Board meetings have moved to the third Thursday of the month.

Council Liaison to Recreation Committee – C. Hallman. The Recreation Committee will handle the planning of the celebration of the 125th anniversary of the Borough.

Council Representative to Board of Health – B. Uhrik. Mr. Uhrik will attend the Board of Health meeting on January 13.

Zoning Official's Report – No report.

Grants Committee – T. Bremner. 2013 Somerset County Cultural & Heritage Committee grant funded work in Borough Hall will start 1/19. Mr. Bremner will contact the County regarding when the Borough will receive the 2014 grant contract paperwork.

SPECIAL BUSINESS

Presentation from Aayushi Doshi—Girl Scout Gold Award Project

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Ms. Doshi presented her proposal for new signs on the kiosks in Van Horne Park. The proposed signs will have information of the origin and history of the park and its vegetation and animal life.

Hallman moved to approve the project, and Kartsonis seconded. Motion carried on roll call vote.

For: Ashbaugh, Bremner, Dawson, Hallman, Kartsonis, Uhrik

Against: None

Abstain: None

Resolution 2015-24 Resolution Adopting the Bylaws of the Borough of Rocky Hill for the Calendar Year 2015

Hallman moved to approve the resolution, Bremner seconded, and the motion carried on roll call vote.

For: Ashbaugh, Bremner, Dawson, Hallman, Kartsonis, Uhrik

Against: None

Abstain: None

Resolution 2015-25 Appointing Rebecca Newman as Registrar for the Borough of Rocky Hill

Bremner moved to approve the resolution as presented, Hallman seconded, and the motion carried on roll call vote.

For: Ashbaugh, Bremner, Dawson, Hallman, Kartsonis, Uhrik

Against: None

Abstain: None

Resolution 2015-26 Establishing a Threshold for Departmental Spending

Kartsonis moved to approve the resolution authorizing Council Committees to make purchases up to \$300.00 per purchase without prior Council approval, Ashbaugh seconded, and the motion carried on roll call vote.

For: Ashbaugh, Bremner, Dawson, Hallman, Kartsonis, Uhrik

Against: None

Abstain: None

Resolution 2015-27 Authorizing an Increase in Pay for Deputy Clerk Christine Witt

Bremner moved to approve the resolution authorizing a \$3,000.00 increase in the Deputy Clerk salary, Hallman seconded, and the motion carried on roll call vote.

For: Ashbaugh, Bremner, Dawson, Hallman, Kartsonis, Uhrik

Against: None

Abstain: None

Approval of a Submission of an Application to the NJ State Fireman's Association for Devin A. Davis

Bremner moved to approve the application, Hallman seconded, and motion carried on roll call vote.

For: Ashbaugh, Bremner, Dawson, Hallman, Kartsonis, Uhrik

Against: None

Abstain: None

UNFINISHED BUSINESS

Resolution 2015-28 Authorizing the Increase in Sewer Capacity Flow from Stonebridge in Montgomery

Hallman moved to approve the resolution as presented, Bremner seconded, and the motion carried on roll call vote.

For: Ashbaugh, Bremner, Dawson, Hallman, Kartsonis, Uhrik

Against: None

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Abstain: None

Appointment of Additional Members to the Shade Tree Commission

Bremner moved to approve the appointments of: Mame Reynolds, Hillary Delaney, and Jonathan Lambert to the Shade Tree Commission, Hallman seconded the motion, and motion carried on roll call vote.

For: Ashbaugh, Bremner, Dawson, Hallman, Kartsonis, Uhrik

Against: None

Abstain: None

NEW BUSINESS

Mr. Kartsonis thanked the Clerk for distributing the year-end reports.

COMMUNICATIONS:

Communications as listed, were distributed, disseminated and filed accordingly.

PUBLIC COMMENT

None

ADJOURNMENT

Motion was made by Bremner with a second by Dawson to adjourn the meeting at 8:16 PM. Motion carried on voice vote.

Respectfully submitted:
Christine Witt
Deputy Borough

**Borough of Rocky Hill
Borough Council
Minutes of the 6:00PM Council Meeting
January 12, 2015**

The 6:00PM meeting of the Borough Council of the Borough of Rocky Hill was called to order by Borough Attorney Albert E. Cruz at 6:00PM followed by the salute to the flag.

NOTICE OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT

Borough Attorney Cruz read the following statement into the record: This meeting is called pursuant to the provisions of the Open Public Meetings Law. This meeting was included in a list of meetings transmitted to the Courier News and Somerset Spectator on January 7, 2015. Notice remains continuously posted as to required notices under the Statute. A copy of this notice is available to the public and is on file in the Office of the Borough Clerk.

Present: Hallman, Ashbaugh, Bremner, Dawson and Uhrk.
Also present: Borough Attorney Albert E. Cruz

The purpose of this meeting was for the Borough Attorney to provide the new Council Members with training regarding municipal governance and provide a refresher for existing Council Members.

The Borough Attorney advised that there are many sources of information, which Council Members may utilize, including an array of individuals within the Borough that have a wealth of knowledge. Additionally, that the League of Municipalities is a valuable resource sponsoring training and seminars for municipal officials both at the yearly League of Municipalities Convention and on a periodic basis, such as the February 7, 2015 seminar for newly elected officials. Additionally, the League has a useful website, along with the Division of Local Government Services site.

The Borough Attorney discussed with the Council the following topics: the Open Public Records Act, Local Public Contracts Law, Local Lands and Buildings Law, Pay-to-Play Legislation, Conflicts of Interest and Ethics, Financial Disclosure Statement, Structure of Borough Form of Government, Procedural Matters, Scope of Authority, Consequences of Failure to Follow Applicable Law, Personnel, Records Maintenance and Communications.

During the session, Council members asked questions regarding these topics, which were addressed by the Attorney.

The meeting adjourned at 7:20PM.

Respectfully submitted:
Christine Witt
Deputy Borough

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Borough of Rocky Hill

JAN. 12, 2015 List of Bills - (0110101001) CASH CURRENT FUND

Check#	Vendor	Description	Payment	Check Total
8299	568 - BAUMLEY NURSERY	PO 5117 Trees for corner of Montgomery Ave.	1,763.00	1,763.00
8300	39 - CENTRAL JERSEY SECURITY	PO 5188 Q1 2015 Alarm Monitoring	87.00	87.00
8301	497 - CHRISTINE WITT	PO 5176 Refreshments for Dec. 15, 2014 Coun	39.97	39.97
8302	485 - CONNIE HALLMAN	PO 5170 League Conference reimbursement	81.36	81.36
8303	547 - Comcast	PO 5151 Phone and Internet Dec. & Jan	502.29	502.29
8304	71 - DIFRANCESCO BATEMAN PC	PO 5158 General Legal matters Nov. 2014	976.00	976.00
8305	71 - DIFRANCESCO BATEMAN PC	PO 5177 General Legal matters Nov. 2014, Ta	608.00	608.00
8306	545 - Fastsigns of Flemington	PO 5192 Name plate for Dawson, Uhrick, Dona	45.00	45.00
8307	86 - GENERAL CODE PUBLISHERS	PO 5191 Code Books, 5	535.98	535.98
8308	98 - HESCO ELECTRIC SUPPLY	PO 5155 Light bulbs	13.12	13.12
8309	122 - KENCOR INC	PO 5153 Bi-monthly elevator inspection	75.00	75.00
8310	313 - MUNICIPAL SOFTWARE INC	PO 5153 Municipal software annual invoice	5,845.70	5,845.70
8311	173 - N J League of Municipalities	PO 5193 Elected Official Handbooks	80.00	80.00
8312	173 - N J League of Municipalities	PO 5150 NJ State League of Municipalities 2	242.00	242.00
8313	181 - NEW JERSEY PLANNING OFFICIALS	PO 5194 NJ Planning Officials dues 2015	315.00	315.00
8314	184 - NEW JERSEY CONFERENCE OF MAYORS	PO 5182 NJ Conference of Mayors 2015 dues	295.00	295.00
8315	571 - PRINCETON AIR	PO 5172 Boiler Repair	290.75	290.75
8316	210 - PSE&G	PO 5152 Street Lights Electric	763.22	763.22
8317	210 - PSE&G	PO 5184 Panicaro Park electric Dec. 2014	10.98	10.98
8318	210 - PSE&G	PO 5185 Municipal building gas and electric	729.59	729.59
8319	210 - PSE&G	PO 5186 Crescent Point Park electric Dec. 2	7.18	7.18
8320	213 - QSCEND TECHNOLOGIES INC	PO 5189 Qscend softward maintenance 2/1/15-	3,498.52	3,498.52
8321	408 - RAYMOND J. STINE ESQ.	PO 5162 Municipal Prosecutor Oct. 8 - Dec 1	1,000.00	1,000.00
8322	457 - REBECCA NEWMAN	PO 5180 Dec. 15, 2014 Council meeting	52.50	52.50
8323	319 - REPUBLIC SERVICES #865	PO 5169 Garbage collection Dec. 2014	3,808.49	3,808.49
8324	247 - SOMERSET COUNTY TREASURER	PO 5174 County Household Recycling Q4 2014	1,747.01	1,747.01
8325	247 - SOMERSET COUNTY TREASURER	PO 5179 Streets & Roads: Striping Nov.6 & 1	5,626.32	5,626.32
8326	248 - SOMERSET CTY GOV. OFFS. ASSOC.	PO 5178 December SCGOA: Zimmerman	35.00	35.00
8327	251 - SOUTH BOUND BROOK BOROUGH	PO 5171 Police service Nov. 9-Dec. 9, 2014	4,259.87	4,259.87
8328	452 - SPRINT-NEXTEL CORP	PO 5164 mayor and clerk's cell phones	166.18	166.18
8329	416 - THOMAS BREMNER	PO 5181 Power supply for computer	25.38	25.38
8330	495 - Township of Branchburg	PO 5156 Leaf pick up and removal	13,000.00	13,000.00
8331	286 - VAN CLEEF ENGINEERING	PO 5163 Engineering services Nov. 2014	4,045.50	4,045.50
8332	289 - VERIZON	PO 5160 EMS phone Dec. 2014	52.53	52.53
8333	291 - VITAL SERVICES GROUP	PO 5157 Tax Assessor's Field Book: remaini	1.70	1.70
8334	293 - ROCKY HILL WATER & SEWER DEPARTMENT	PO 5166 Municipal Building water Q4 2014	67.50	67.50
8335	293 - ROCKY HILL WATER & SEWER DEPARTMENT	PO 5167 Hydrants Q4 2014	700.00	700.00
8336	574 - WEST TRENTON/MONTGOMERY TURE VALUE	PO 5165 shovel	9.89	9.89
TOTAL				51,402.53

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Borough of Rocky Hill

List of Bills - (0810101001) CASH UTILITY OPERATING

Check#	Vendor	Description	Payment	Check Total
6969	415 - AQUA PRO TECH LABS	PO 5168 Water Dept. testing Nov. 2014	10.00	10.00
6970	450 - ONE CALL CONCEPTS INC	PO 5159 December 2014 One Calls	4.88	4.88
6971	204 - PITNEY BOWES	PO 5173 Postage machine rental Dec. 2014	29.00	29.00
6972	210 - PSE&G	PO 5187 Water Dept. electric Dec. 2014	2,012.14	2,012.14
6973	259 - NEW JERSEY STATE TREASURER	PO 5190 NJ Dept. of Env. Protection: Bureau	205.00	205.00
6974	311 - TIM LESKO	PO 5154 Read water meter books for Q4 2014	200.00	200.00
6975	286 - VAN CLEEF ENGINEERING	PO 5163 Engineering services Nov. 2014	66.50	66.50
6976	289 - VERIZON	PO 5161 Water Dept. phone Dec. 2014	30.33	30.33
TOTAL				2,557.85

**BOROUGH OF ROCKY HILL
COUNTY OF SOMERSET**

RESOLUTION 2015-24

WHEREAS, the Bylaws of the Borough of Rocky Hill were revised in 2014; and

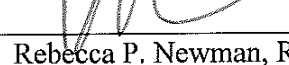
WHEREAS, the Borough Council desires to adopt the Bylaws for the calendar year 2015; and


WHEREAS, the Bylaws have been circulated and reviewed by the Council.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Rocky Hill, County of Somerset, State of New Jersey, as follows:

1. That the Borough of Rocky Hill adopts the existing By-Laws as presented.
2. This Resolution shall take effect immediately.

ATTEST:

By: 
Rebecca P. Newman, RMC
Borough Clerk

By: 
Jeff Donahue,
Mayor

BOROUGH OF ROCKY HILL
COUNTY OF SOMERSET

RESOLUTION 2015-25

WHEREAS, the Borough of Rocky Hill is required to have a registrar of vital statistics; and

WHEREAS, Rebecca Newman holds the certification necessary to be the registrar of vital statistics; and

WHEREAS, Donna Griffiths will be appointed Deputy Registrar; and

WHEREAS, Christine Witt will be appointed Alternate Registrar.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Rocky Hill, County of Somerset, State of New Jersey, as follows:

1. That the Borough of Rocky Hill appoints Rebecca Newman as the Registrar, Donna Griffiths as the Deputy Registrar and Christine Witt as the Alternate registrar.

2. This Resolution shall take effect immediately.

ATTEST:

By: _____

Rebecca P. Newman
Borough Clerk

By: _____

Jeff Donahue, Mayor

CERTIFICATION

I, Rebecca P. Newman, Borough Clerk of the Borough of Rocky Hill do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the Borough Council on January 12, 2015.

Rebecca P. Newman
Borough Clerk

RESOLUTION 2015-26

**BOROUGH OF ROCKY HILL
SOMERSET COUNTY**

WHEREAS, throughout the year there are various purchases that need to be made; and

WHEREAS, Council Committees are authorized to spend an amount not to exceed \$300.00 per purchase at their discretion without the prior approval of the full Council; and

WHEREAS, Council Committee liaisons must obtain a certification of funds from the CFO prior to making these purchases; and

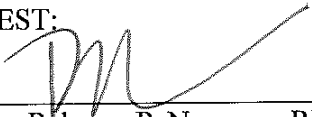
WHEREAS, the Council Committees are as follows:

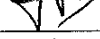
Administration & Records
Buildings and Grounds
Finance and Insurance
Public Safety & Emergency Services
Streets & Roads
Water, Sewer and Environmental Protection

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Rocky Hill, County of Somerset, State of New Jersey, as follows:

1. That the Borough of Rocky Hill authorizes Council Committees to make purchases up to \$300.00 per purchase without prior Council Approval.
2. That the Council Committee Liaisons will obtain certification of funds from the Chief Financial Officer prior to making the purchase.
3. This Resolution shall take effect immediately.

ATTEST:

By: 
Rebecca P. Newman, RMC
Borough Clerk

By: 
Jeff Donahue,
Mayor

CERTIFICATION

I, Rebecca P. Newman, Borough Clerk of the Borough of Rocky Hill do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the Borough Council on January 12, 2015.

Rebecca P. Newman, RMC
Borough Clerk

RESOLUTION 2015 - 27

**BOROUGH OF ROCKY HILL
SOMERSET COUNTY**

WHEREAS, Christine Witt is the Deputy Borough Clerk; and

WHEREAS, Christine Witt works approximately 10 hours per week on average;
and

WHEREAS, a survey was done of many hourly rates for Deputy Clerks in
Somerset County; and

WHEREAS, the average hourly rate for Deputy Clerks is between \$23.00 and
\$29.00 per hour plus benefits; and

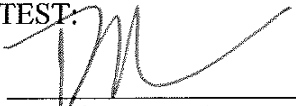
WHEREAS, it was determined that the salary for Deputy Clerk was underpaid in
comparison to surrounding municipalities; and


WHEREAS, an increase in the deputy clerks salary of \$3,000.00 is warranted.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the
Borough of Rocky Hill, County of Somerset, State of New Jersey, as follows:

1. That the Borough of Rocky Hill authorized a \$3,000.00 increase in the deputy
clerks salary.
2. This Resolution shall take effect immediately.

ATTEST:

By: 
Rebecca P. Newman, RMC
Borough Clerk

By: 
Jeff Donahue,
Mayor

CERTIFICATION

I, Rebecca P. Newman, Borough Clerk of the Borough of Rocky Hill do hereby certify
the foregoing to be a true and correct copy of a Resolution adopted by the Borough
Council on January 12, 2015.

Rebecca P. Newman, RMC
Borough Clerk

BOROUGH OF ROCKY HILL

COUNTY OF SOMERSET

RESOLUTION 2015-28

WHEREAS, THE BOROUGH OF ROCKY HILL entered into an agreement with Montgomery Township on June 7th, 2001 more specifically entitled "AGREEMENT FOR USE OF SANITARY SEWER LINES"; and

Whereas, the intent of the agreement was to allow the use of certain sewer lines located in the Borough of Rocky Hill to convey sanitary sewage from certain properties in the Township through the Borough to the Stage II Sewage Treatment plant located in the Township of Montgomery; and

Whereas the agreement is limited to a proposed continuing care facility, known as "Stonebridge" on Lot 16 Block 23001 and a "Civic Facility" located on Lot 13 Block 23001 comprised of the 1860 House, a farm Museum and a potential future restored barn; and

Whereas, The Agreement allowed an Average Daily flow of 47,800 gallons per day for both lots; and

Whereas, the current average daily flow from the Stonebridge site is 26,070 gallons per day and the reserved amount for the Civic property is 1,540 gallons per day for a combined total of average daily flow of 27,610 gallons per day, and

Whereas, the Stonebridge Property has requested an additional flow of 1,242 gallons per day to accommodate an addition on the site; and

Whereas, the Borough and its Engineer have reviewed this information and find that this request for additional flow falls within the limits set by the June 7th, 2001 Agreement.

NOW THEREFORE BE IT RESOLVED that the Mayor and Council of the Borough of Rocky Hill approved this increase to the flow in the Borough sanitary sewer lines.

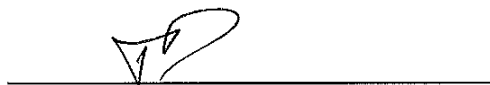
BE IT FURTHER RESOLVED, that with the exception of this change the remainder of the agreement of the 2001 entitled "AGREEMENT FOR USE OF SANITARY SEWER LINES" remains unaltered and intact.

Adopted: January 12, 2015

ATTEST:



Rebecca Newman, RMC
Borough Clerk



Jeff Donahue, Mayor